

# TRAVEL CERTIFICATE PROGRAM

## OVERVIEW

The Travel Certificate Program is a knowledge, skill and assessment-based professional development program to validate the capabilities of personnel who manage travel for the Department of Defense. This program is designed to be a comprehensive, travel manager program that assists in standardization of knowledge and skills across the Department.

## PROGRAM BENEFITS

- Create a framework for successful travel program management
- Validate skills & knowledge for role-related competencies
- Promote financial management and audit readiness
- Increase organizational knowledge
- Increase performance abilities
- Continued learning via renewal

## Getting Started

- The Travel Certificate Program is administered within the Training section of *Travel Explorer (TraX)*
- To access, sign in through Passport, DTMO's web portal at: [www.defensetravel.dod.mil/Passport](http://www.defensetravel.dod.mil/Passport)
- A *Travel Certificate Program* tab will be visible if a certificate is currently offered for the TraX user's designated role
- The Travel Certificate Program tab provides instructions for applying

## CERTIFICATE TYPES

This program is being implemented in a phased approach. Currently, the certificate program for Defense Travel Administrators is available. Subsequent certificates for other roles, such as an Authorizing Official, will be available in the future.

## STEPS TO EARN CERTIFICATE



**Additional information including a user guide, FAQs, and more can be found at:**

<http://www.defensetravel.dod.mil/site/travelcp.cfm>



**DEFENSE TRAVEL MANAGEMENT OFFICE**  
*The DoD Center for Travel Excellence*

\*Information current as of 4/2015

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)